

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE TRANSPORTATION ENGINEERING TECH	DISTRICT-DIVISION/OFFICE D07/OPERATIONS/TRANSPORTATION MANAGEMENT CENTER (TMC)	
WORKING TITLE TMC Operator	POSITION NUMBER 907-351-3175-	EFFECTIVE July, 2011

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the supervision of the Senior Transportation Engineer, the Transportation Engineering Technician will independently staff and operate the District 7 Transportation Management Center (TMC) with the objective of efficiently managing traffic on the District 7 highway system. This will be accomplished by monitoring highway conditions, detecting congestion and incidents, determining and enacting appropriate response, and disseminating motorist information.

TYPICAL DUTIES:

Percentage Job Description

Essential (E)/Marginal (M)

- 30% E Develop and implement traffic management response to appropriate incidents, planned lane closures, and special events. This includes operating various TMC traffic control equipment such as Changeable Message Signs (CMS), Advance Traffic Management System (ATMS), Highway Advisory Radio (HAR), and Ramp Meters. Response actions may also entail coordinating with the Traffic Management Team (TMT), obtaining information from field personnel, communicating with adjacent Districts, and making needed notifications.

- 25% E Collect and analyze traffic flow and accident data; assist in the preparation of traffic plans and special operations during major events; assist in the planning of alternative routes and executing the traffic plan during emergency highway closures.

- 20% E Monitor the traffic conditions of the freeway system using various equipments such a CHP Computer Aid Dispatch (CAD), Closed Circuit Television Cameras, two way radio, Lane Closure System, monitor media traffic reports (TV and Radio); transmit/receive and monitor messages to/from the Traffic Management Team (TMT); maintain log of TMT activities; monitor freeway operation utilizing surveillance software and hardware; accumulate lane closure data, both construction and maintenance; answer telephones; coordinate with Incident Response Team; maintain computer log of all incidents; operate fixed and portable traffic control elements such as Changeable Message Signs and Highway Advisory Radios; maintain communications with various local media personnel, traffic reporters, and public affairs; provide real-time motorist information. Maintain log of Operator activities.

- 20% E Compile and assimilate different sources of information available in the TMC for purpose of answering lane closure and traffic-related inquiries by various internal Caltrans entities as well as from outside entities.
- 5% E Collect and input work production & incident data relating to the TMC operation for purpose of traffic studies and statistical reports.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise. Work directly under the supervision of a Senior Transportation Engineer, may receive guidance from a Transportation Engineer, Civil/Range D.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Basic knowledge of computers and computer programs, simple engineering and mathematical calculations.
- Ability to communicate both orally and in writing; follow oral and written instruction.
- Ability to effectively establish and maintain professional and cooperative relations with those contacted in the course of work.
- Ability work in the TMC during all shifts.
- Ability to make neat and accurate computations and engineering notes and to prepare reports.
- Ability to apply sound judgment, analyze situations accurately and take effective action.
- Ability to make decisions in the absence of higher-ranking personnel to ensure prompt response to major freeway incidents.
- Ability to operate office equipment; i.e., computers, telephone, fax and copier machines.
- Ability to see and maintain alertness to the environment at night is critical.
- Ability to inspect construction work and determine whether it meets specification requirements.

CONSEQUENCES OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors in judgment and/or decisions could impact the operation of the TMC and affect public safety or result in tort liability for the Department.

PUBLIC AND INTERNAL CONTACTS

This position requires continuous contact with Caltrans field personnel, and California Highway Patrol staff working in the TMC. The incumbent must establish and maintain friendly and cooperative relations with those contacted in the course of the work.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Incumbent must be in good health, health that supports good attendance. Incumbent may be required to work for long periods of time at a keyboard and video display terminal. This position requires driving for State business

and being able to safely operate a vehicle. Proof of a valid California Drivers License will be required and the incumbent shall provide authorization for release of driver information for the Department's use.

Physical: Physical activities vary and any singular physical requirement may be for lengthy periods of time. The incumbent must be able to stand or sit for long periods of time. Other physical requirements of the job include ability to lift and/or carry 50 pounds or more, and reaching overhead. Incumbent maybe required working during periodic problems with the heating and air conditioning, the building temperature may fluctuate. Driving to the District Office may be required.

Mental: Must be able to sustain mental activity to write reports, deal with a large number of complex problems simultaneously, and problem solve, analyze and reason solutions to related field operations and take the initiative to effectuate corrective action.

Emotional: Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

WORK ENVIRONMENT

Workload may subject incumbent to night work, frequent changes in work shift, frequent changes of work hours and workdays. Incumbent will be exposed to various work environments. Overtime may be required.

Incumbent may be called back to work after completed his/her normal work shift and left the worksite, and/or may be required to remain at the worksite on short notice.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (*Please Print*)

SIGNATURE

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (*Please Print*)

SIGNATURE

DATE